

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS AN OPEN EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **STAFF SERVICES MANAGER II (MANAGERIAL)**

POSITION TITLE: **DEPUTY DISTRICT DIRECTOR, ADMINISTRATION**

SALARY: **\$5768 - \$6361**

LOCATION: **DISTRICT 1 - EUREKA**

FINAL FILING DATE: **OCTOBER 2, 2006**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the District Director, the Deputy District Director, Administration will administer the Administration Program within the District. The incumbent is responsible for providing administrative support to approximately 600 district and north region employees working in the District. Serves as a member of District Executive Staff, accepting delegated authority for the office of the District Director in the Director's absence. Serves as a member of the North Region Management Team, working to promote the North Region and District Program. Responsibilities include, but are not limited to:

- Manages, directs and responsible for all district administrative activities in support of the District Program. This includes support services for approximately 600 District, Region, State Highway Operation and Protection Program and Headquarters (HQ) employees within various operational units. In the absence of the District Director, assume delegated responsibility for that office, with the exception of the approval of engineering plans, specifications and other documents requiring a license in engineering. Provides direct supervision and guidance to the Business Management Office Chief, the Budgets and

Administrative Services Office Chief and the Public Information Office Chief. Provides indirect supervision and guidance (through subordinate supervisors) to a total of approximately 30 employees. Provides guidance to the Information Technology (IT) Office Chief regarding HQ IT services to the District. Develops and implements policy, procedure and controls pertaining to activities performed by staff within the District Division of Administration. Recruits and hires in accordance with Personnel Policy and Procedures, including Equal Employment Opportunity (EEO) and provide for training and development to assure a highly trained and effective staff. Maintains a professional, pleasant, productive and service-oriented work environment. Assures responsiveness to adopted Caltrans goals and strategic objectives. Provides the media and the public with timely transportation information.

- Advises the District Director, other Deputy District Directors and North Region Senior Staff in the District in matters relating to the management of resources such as Personnel Years (PYs), budget allocations and expenditures for both personal services and operating expenses, facilities and other resources used or needed to accomplish the District Program. Develops an annual staffing plan for positions, PYs and personal service dollars. Sub-allocates PY, personal service dollars and operating expense dollars to the region and/or district division level. Monitors and controls PY and dollar expenditures to ensure compliance with budgetary limits and constraints. Assists in the development of district strategic and/or business plans.
- Advises the District Director and other Deputy District Directors in matters relating to Labor Relations, Personnel (including Adverse Action), Information Services, Security, Training, Safety, Civil Rights, Legal/Claims (including the California Public Records Act) Native American relations, facility operations, and Public Information.

#### **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications by the final file date in order to participate in this examination.

##### **Either I**

One year of experience in the California state service performing the duties of a Staff Services Manager I.

##### **Or II**

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst. **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager I.

##### **Or III**

Two years of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.

##### **Or IV**

**Experience:** Four years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Staff Services Manager I.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's equal employment opportunity program objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

**Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience in working with and providing support for a multi-disciplinary team of professional, accomplishing capital project development.
- Demonstrated ability to be an effective leader, as a member of a management team charged with accomplishing specific, complex programmatic goals, while acting as a good steward of the public's resources and transportation investment.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Demonstrated ability to challenge oneself and staff to reach beyond the norm, to continually redefine the vision of the team, with a high degree of professional expertise, judgement and initiative in the daily administration of responsibilities.
- Demonstrated commitment to success in the delivery of multiple products and services, in a team environment.
- Demonstrated ability to work effectively in a stressful environment, with competing priorities.
- Demonstrated ability to communicate very effectively, both in writing and orally.
- Demonstrated ability to provide new perspectives and/or develop and implement new initiatives.
- Demonstrated ability to lead staff in the performance of providing those services.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview

will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **October 2, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Amy Mizoguchi  
P.O. Box 3700  
Eureka, CA 95502**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

### **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

### **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.